

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
SPECIAL INVESTIGATOR (GENERAL)
EAST HARTFORD OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on Current Examination List

Location: East Hartford Office

Job Posting No: 00102892

Hours: Monday through Friday: 8:00am – 4:30pm; RDO's: Saturday and Sunday

Salary: \$56,307 - \$71,108

Closing Date: **July 29, 2013**

Eligibility Requirement: Candidates must have applied for and passed the SPECIAL INVESTIGATOR (GENERAL) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills; ability to utilize computer software.

General Experience: Five (5) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

Examples of Duties: As a member of the DDS Division of Investigations, the Special Investigator is accountable for performing a full range of tasks in conducting detailed investigations related to alleged violations of state laws and regulations and to allegations of various forms of abuse and neglect of intellectually disabled consumers. The Special Investigator will also be required to review investigatory reports and work with various pool investigators from both the DDS public sector and private sector agencies. This class will also be required to appear and testify, intermittently, at state labor and DDS Registry hearings. This position may require the incumbent to utilize personal automobile as necessary throughout the investigatory process. Valid drivers license. Performs related duties as assigned.

Special Requirement:

1. Incumbents in this class may be required to be a Notary Public.
2. Incumbents in this class may be required to travel.

Substitutions Allowed:

1. College training in consumer protection, health care, law enforcement or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for (1) additional year of the General Experience.

1. CONNECTICUT LOTTERY CORPORATION: College training in criminal justice or law enforcement may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. OFFICE OF THE MEDICAL EXAMINER: College training in forensic science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services – North Region

155 Founders Plaza/255 Pitkin Street

East Hartford, CT 06108

Attn: Carol Pfeifer, Human Resources

TEL.: (860) 263-2618 TT/TDD: (860) 263-2510

FAX #: (860) 622-4967

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.